# Digital Transformation for Engineering Archives and Documentation Training Course

16 - 20 Nov 2026

Cape town

4600 € (Per Person)

Ref: #CAD6397_266015

## Course Introduction / Overview:

This training course is designed to equip engineering professionals, document controllers, and records managers with the strategic and technical skills needed to master the digital transformation of engineering archives. The shift from physical to digital documentation is a critical driver for improving efficiency, security, and accessibility of vital project information. This program, offered by BIG BEN Training Center, provides a comprehensive framework for understanding the core principles of document management systems (DMS), from various digitization techniques and data migration strategies to data security and searchability. We will explore key concepts such as CAD file management, BIM data integration, and the use of cloud storage solutions. The curriculum is informed by the academic work of authors like William Saffady, whose book, Managing Electronic Records, provides a foundational and detailed understanding of the principles behind effective digital record-keeping. This course goes beyond a simple overview of scanning documents to provide a deep understanding of how to implement real-world solutions that ensure data integrity, legal compliance, and operational efficiency. We prepare participants to be leaders who can build more efficient and innovative digital initiatives.

## Target Audience / This training course is suitable for:

- Document controllers.
- Records managers.
- Engineering and technical staff.
- IT professionals.
- Quality assurance personnel.
- Contracts and legal specialists.
- Project managers.
- Government agencies and equivalents.

## Target Sectors and Industries:

- Engineering.
- Construction.
- Architecture and Design.
- Oil and Gas.
- Utilities.
- Manufacturing.
- Telecommunications.
- Government and public administration agencies.

## Target Organizations Departments:

- Document Control.
- Engineering.
- Information Technology (IT).
- Records and Archives.
- Project Management.
- Quality Assurance.
- Legal and Compliance.
- Operations.

## Course Offerings:

By the end of this course, the participants will have able to:

- Apply core digital transformation principles.
- Implement effective digitization strategies.
- Utilize document management systems (DMS).
- Ensure the security of digital archives.
- Manage CAD files and BIM data.
- Develop a comprehensive data migration plan.
- Master information retrieval and searchability.
- Comply with legal and regulatory requirements.

## Course Methodology:

This training course uses a highly practical and case-study driven methodology. The program is built on real-world examples of successful digital transformation projects in the engineering field. Participants will work in teams to develop a complete digitization strategy for a hypothetical engineering archive, applying the tools and frameworks learned in the course. We will use interactive workshops to practice skills like data cleaning and metadata application. The curriculum is designed to be a collaborative experience where participants can share their unique challenges and innovative solutions. Our trainers, with extensive experience in the field, will provide direct feedback and guidance throughout the course. BIG BEN Training Center is committed to providing a dynamic and practical learning environment, ensuring that participants leave with the skills and confidence to effectively manage digital engineering archives.

## Course Agenda (Course Units):

### Unit One: Foundations of Digital Archiving

- The business case for digital transformation.
- Understanding the digital document lifecycle.
- Document management systems (DMS) overview.
- Key challenges in engineering archives.
- The role of metadata.
- Data security and access control.
- Case studies in digital success.

### Unit Two: Digitization and Data Migration

- Digitization techniques and best practices.
- Creating high-quality digital images.
- Developing a data migration plan.
- Managing legacy data.
- Data validation and quality checks.
- Using Optical Character Recognition (OCR).
- Ensuring data integrity.

### Unit Three: Engineering-Specific Document Management

- Managing CAD files.
- Integrating BIM data.
- Version control for engineering documents.
- Handling technical drawings and specifications.
- The use of cloud storage solutions.
- Best practices for file naming.
- Ensuring long-term digital preservation.

## Unit Four: Information Governance and Compliance

- The importance of information governance.
- Legal compliance for digital records.
- Retention schedules.
- Auditing digital archives.
- Managing personal and sensitive data.
- Ensuring data security.
- Disaster recovery planning.

## Unit Five: Strategic Transformation and Future Trends

- The role of leadership in digital transformation.
- Strategic planning for new systems.
- Future trends in document management.
- Using AI for information retrieval.
- Career pathways in digital records.
- Building a culture of documentation.
- The future of engineering archives.

# FAQ:

### Qualifications required for registering to this course?

There are no requirements.

### How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

## Something to think about:

How can a deeper understanding of digital transformation and a proactive approach to engineering archives empower professionals to move beyond simple record-keeping and become strategic leaders in leveraging digital data to drive operational efficiency and innovation?

## What unique qualities does this course offer compared to other courses?

This training course is unique because it provides a dedicated, strategic focus on digital transformation for engineering archives. While other programs may cover general document management, our curriculum is designed to empower professionals with the specific skills needed to address the unique challenges of technical documentation, from managing CAD files to integrating BIM data. The program is a hands-on experience, with exercises that directly simulate the challenges and decisions involved in a real-world digitization strategy. We go beyond theoretical concepts to provide a clear, actionable roadmap for balancing the demands of a complex project with the imperative of building a successful and secure digital archive. This course is for professionals who want to lead their organizations toward a more efficient, profitable, and innovative future.